Basic Brief Oct 2011

MMSB-50

COUNSELING AND EVALUATION

Outline

- **Overview**
- Reporting Senior Issues
- Reviewing Officer Issues
- Additional Issues and Information

Officer Counseling Mission

- Counseling to regular and reserve officers on active duty – CWO2 - LtCol
  - Reasonable explanations for failure of selection
  - Career planning and MOS counseling
- Provide advisory opinions for the Board for Corrections of Naval Records (BCNR)
- General Officer Inquiries (GOI)

Background

- Established in 1999 to:
  - Stop inflation
  - Stop rank ordering
- Executive Offsite Decision – Sept 02
  - To retain current PES without modifications
  - Educate Marines on the Performance Evaluation System (PES)
- Realigned to Support Branch - August 2011
  - MMOA-4 Officer Counseling and MMEA-64 Enlisted Counseling combined to form MMSB-50, Officer and Enlisted Career Counseling.

PES Objectives

- Accurate reporting
  - Assigned duties
  - During a designated period
  - Based on Marine Corps standards
- Preventing inflation
- Providing information for selection boards
- Timely receipt & complete records
- Honest, consistent reporting is the key

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Relative Value

A numerical representation of how the average of a single fitness report compares to the average of all reports written by an RS on Marines of the same grade

Relative Value

- Assists in evaluating the RS's marking philosophy
- Quantitative analysis of performance in relation to peers
- Only one of many items on the report

Calculating the Report Average

As it appears on the MBS:

PER	PRO	COU	EFF	INI	LEA	DEV	SET	ENS	COM	PME	DEC	JUD	EVAL RESP
E	D	C	C	C	D	C	C	D	C	B	C	C	H

it translates numerically: (A=1 to G=7, Not Obs H = 0)

PER	PRO	COU	EFF	INI	LEA	DEV	SET	ENS	COM	PME	DEC	JUD	EVAL RESP
5	4	3	3	3	4	3	3	4	3	2	3	3	0

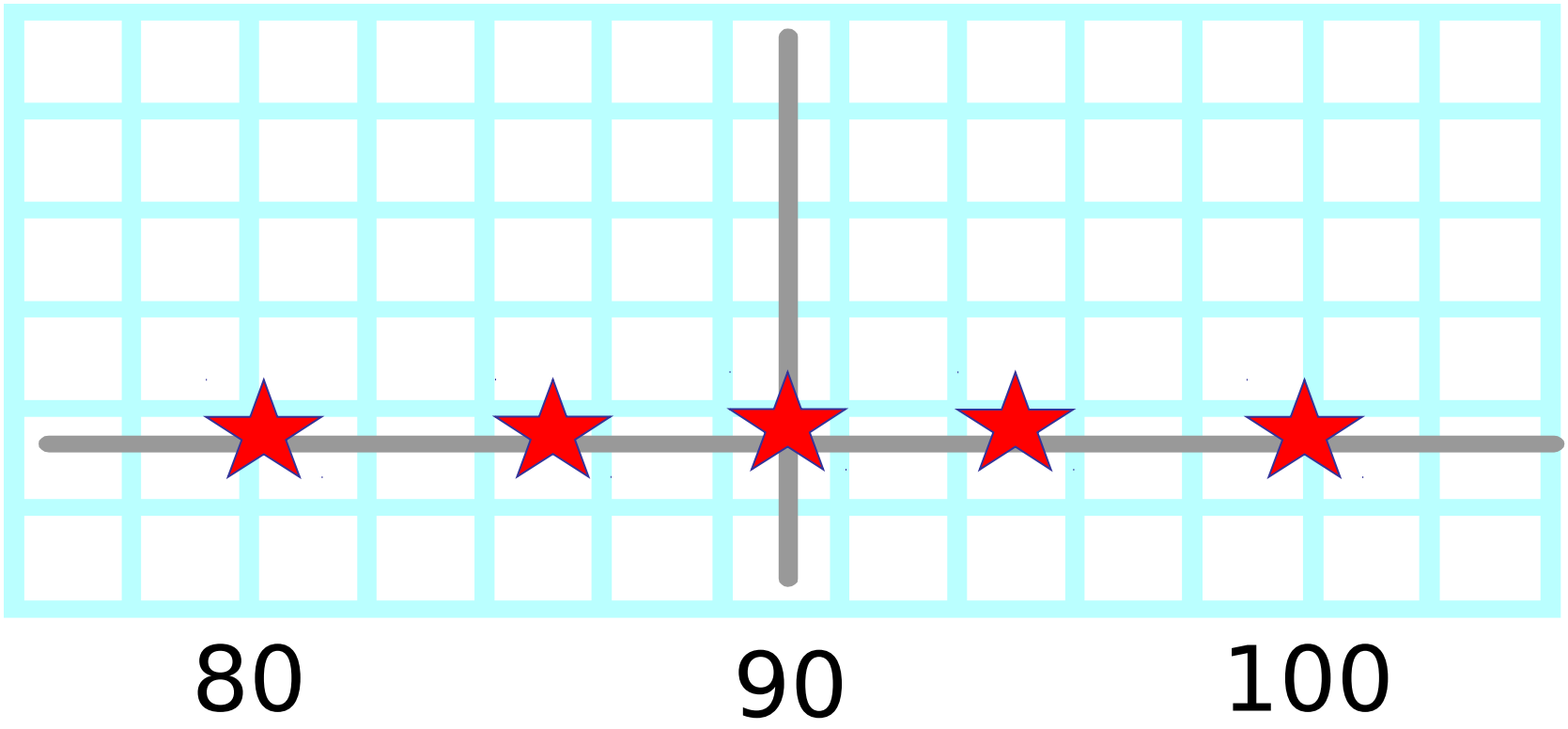
Add the marks - 43

Divide by # of observed marks - 43/13 = 3.31

FitRep Avg = 3.31

Scale from 80 to 100

RS avg=3.31



How is RV Displayed on your Master Brief Sheet?

The RS's avg for **all** reports written on this **grade** (center of bell = 90)

Promote	Reports	Rpt Avg	RS Avg	RS High	Rpt at High	RV at Proc	Cum RV
Yes	8 of 10	3.30	3.31	4.36	1	90.49	89.91

The specific fitrep

Best report on this grade (Rt side of curve=100)

MBS: Relative Value

MASTER BRIEF SHEET

CREATED: 12 JUL 2004

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NAME	SSN	GRADE	RANK	LCN	DOR	TIG	CURRENT DUTY ASSIGNMENT	BILLET DESCRIPTION	DCTB
MARINE, J.S.	123456789	O4	MAJ	12345678	19990501	4yr 10mo	US Central Command	J-3 Future Ops Officer	20030717

KEY DATE SUMMARY

DEAF	19890702
TIS	14yr 11mo
PEBD	19890520
AFADBD	19890520
OSCD	19950115
ACC COMM	19890520
DOR COMM	19890531
DOR LDO	
DSG PILOT	
DCADB	19890520
EAS	INDEF

AWARDS

MM	1		
NC	2		
NA	1		

MILITARY OCCUPATIONAL SPECIALTIES

PMOS	0302	Infantry Officer	AMOS4		
AMOS1	0602	Communications Officer	AMOS5		
AMOS2			JOINT		
AMOS3			BMOS	9910	Unrestricted Officer

TRAINING SUMMARY

RIFLE	E/340	199809	1994
PISTOL	M/340	199809	1990
PFT	1/289	200309	
MCMAP	TAN	200308	

LANGUAGES

1994	French
1990	Spanish

EDUCATION SUMMARY

CIVILIAN

1990	BA, Biology
1986	Associates Deg
1982	HS

MILITARY

1993	Winter Mountain Leader
1993	Summer Mountain Leader
1987	Airborne
1990	Assault Climbers
1990	Infantry Officer (TBS)
1989	Basic School

PME

2002	Command & Staff Non-Res
1997	AWS Ph II
1995	AWS Ph I
1994	Warfighting Skills Prog

******* PERFORMANCE EVALUATION SUMMARY *******

ADMINISTRATIVE SUMMARY						REPORTING SENIOR MARKINGS														REVIEWING OFFICER MARKINGS								
Grade	OCC	From	Months		Billet Description	Reporting Senior		Per	Pro	Cou	Eff	Ini	Lea	Dev	Set	Ens	Co	PM	Dec	Jud	Eval	Reviewing Officer		RO marks - same grade at processing						
BMOS	Type	To	Co	Ad	Command	Promote	Reports	Rpt Avg		RS Avg		RS High		Rpt at High		RV at Proc		Cum RV				Obser	Concur	RO marks - same grade cumulative						
Capt	GC	19980801	9		Company Commander	LtCol B		F	F	D	E	D	E	E	E	D	D	C	E	E	C	Col T		0/1	0/2	1/3	3/4	2/5	1/6	0/7	0/8
0302	N	19990503			1st Battalion 2d Marines	Yes	13 of 16	4.57		3.52		4.57		1		100.00		100.00				Suff	Yes	0/1	0/2	9/3	12/4	23/5	11/6	3/7	0/8
Maj	AN	19990504	3		Operations Officer	LtCol B		E	E	C	E	E	D	D	E	D	E	C	E	D	D	Col R		0/1	0/2	1/3	2/4	2/5	2/6	0/7	0/8
0302	N	19990801			1st Battalion 2d Marines	Yes	4 of 7	4.26		4.13		4.50		1		96.11		96.11				Suff	Yes	0/1	1/2	2/3	7/4	7/5	5/6	0/7	0/8
Maj	CH	19990801	6		Operations Officer	LtCol B		E	E	D	E	E	D	D	E	D	E	C	E	E	D	Col A		0/1	0/2	1/3	3/4	2/5	1/6	0/7	0/8
0302	N	20000119			1st Battalion 2d Marines	Yes	7 of 7	4.50		4.13		4.50		2		100.00		100.00				Suff	Yes	1/1	0/2	2/3	4/4	17/5	12/6	7/7	1/8
Maj	TR	20000119	3		BN Executive Officer	LtCol S		F	F	D	D	G	F	E	F	D	D	D	D	D	E	Col A		0/1	0/2	1/3	3/4	2/5	2/6	0/7	0/8
0302	N	20000414			1st Battalion 2d Marines	Yes	6 of 14	4.93		4.46		4.93		1		100.00		100.00				Suff	Yes	1/1	0/2	2/3	4/4	17/5	12/6	7/7	1/8
Maj	CH	20000415	12		Commanding Officer	Col A		F	F	F	F	E	F	E	E	E	E	D	D	E	E	BGen C		1/1	0/2	3/3	3/4	18/5	20/6	12/7	0/8
9910	N	20010507	X		MCRS Pittsburg	Yes	21 of 21	5.29		5.12		5.57		1		93.68		93.68				Suff	Yes	2/1	0/2	5/3	7/4	24/5	26/6	16/7	1/8
Maj	CH	20010508	14		Commanding Officer	Col T		F	E	E	E	E	F	E	E	E	E	E	E	E	E	BGen M		0/1	1/2	0/3	7/4	38/5	17/6	4/7	0/8
9910	N	20020702			MCRS Pittsburg	Yes	5 of 8	5.14		5.33		5.86		1		83.87		86.44				Suff	No	0/1	1/2	0/3	9/4	46/5	19/6	5/7	1/8
Maj	TR	20020703	12		Commanding Officer	Col F		C	D	D	D	D	C	D	D	C	D	D	D	D	D	BGen M		0/1	1/2	0/3	7/4	38/5	17/6	4/7	0/8
9910	N	20030630	X		MCRS Pittsburg	Yes	7 of 12	3.79		4.42		5.00		1		83.67		80.00				Suff	Yes	0/1	1/2	0/3	9/4	46/5	19/6	5/7	1/8

Items to be Aware of

- Occasions that do not result in an RV
  - Not Observed, Extended, Academic, End of Service
- Low numbers of reports for a grade
- Multiple reports on one MRO
- Short reporting periods
- Beginning a new rank
  - Separate profile for each rank
  - Be consistent
  - Use the scale – do not mark everyone the same

Final RS Issues

- Consistent reporting is the key
- Half the reports you write will be below your average
- If you mark a report higher to help a Marine you are really hurting all the other Marines you have written on

New “List” RS Profile

Reporting Senior
Fitness Report List

COL JOHNNY B. GOODE

Reporting Senior SSN: 000000000

As of: 20030602

MRO SSN (Last Four)	Last Name	From Date	To Date	Occ	FitRep Avg
LTCOL					
1234	Smith	01 Dec 01	08 Jun 02	AN	4.85
2235	Jones	01 Oct 01	30 Nov 01	TR	4.36
3456	Thomas	01 Dec 00	17 Sep 01	TR	2.92
4432	Brown	01 Sep 99	30 Nov 00	GC	2.54
MAJ					
9876	Green	22 Jan 01	20 Jun 01	AN	5.79
8765	Black	01 May 02	31 Aug 02	CH	5.07
7676	White	01 Jul 01	01 Oct 01	GC	4.85
7676	White	03 Jul 00	30 Jun 01	AN	4.07

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RO distribution on the MBS

As it appears in the OMPF :

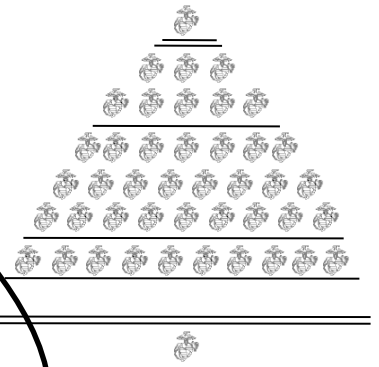
K. REVIEWING OFFICER COMMENTS

1. OBSERVATION: [x] Sufficient [ ] Insufficient

2. EVALUATION: [x] Concur [ ] Do Not Concur

3. COMPARATIVE ASSESSMENT : Provide a comparative assessement of potential by placing an "X" in the appropriate box. In marking the comparison, consider all Marines of this grade whose professional abilities are known to you personnally.

DESCRIPTION		COMPARATIVE EVALUATION
THE EMINENTLY QUALIFIED MARINE	[ ] (8)	0
ONE OF THE FEW EXCEPTIONALLY QUALIFIED MARINES	[ ] (7)	2
	[ ] (6)	7
ONE OF THE MANY HIGHLY QUALIFIED PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE	[x] (5)	10
	[ ] (4)	10
	[ ] (3)	4
A QUALIFIED MARINE	[ ] (2)	1
UNSATISFACTORY	[ ] (1)	0



4. REVIEWING OFFICER COMMENTS: Amplify your comparative assessment mark; evaluate potential for continued professional development to include: promotion, command, assignment, resident PME, and retention; and put Reporting Senior marks and comments in perspective.

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RO: 0/1	1/2	4/3	10/4	10/5	7/6	2/7
0/8						
0/1	1/2	4/3	13/4	14/5	8/6	2/7
0/8						

MBS: Reviewing Officer

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9910	N	20030630	X	MCRS Pittsburg	Yes	7 of 12	3.79		4.42		5.00		1		83.67		80.00			Suff	Yes	0/1 1/2 0/3 9/4 46/5 19/6 5/7 1/8

Final RO Issues

- Provide the experienced leadership and perspective
- Responsible for supervising and enforcing the reporting standards
- Don’t force a RS to “break” their profiles
- Evaluate RSs on their own evaluation responsibilities
- Ensure the Senior Enlisted are involved and providing input to the process
- Don’t blindly take marking recommendations
  - “below, with, above the pack”

Outline

- Overview
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- **Additional Issues and Information**

Comments

- Justification of marks
- Directed comments
- Inappropriate comments
- Performance and potential
- Appropriate recommendations
- Comparison to peers

Adverse Reports

- PES Order chapter 5 defines
- Below average RV does not = adverse
- Negative and qualifying statements make a report adverse
- RO can make report adverse
- Third officer sighting

MRO Counseling

- Report is not a counseling tool
- MRO worksheet is a requirement
  - Set the standard
- Write meaningful billet accomplishments
- Provide the MRO a copy

Ordering Profiles / OMPFs

- **OMPF now accessible through MOL**
- Order OMPF/MBS/Profiles by:
  - E-mail (preferred)
    - mmsbompf@manpower.usmc.mil
  - Fax
    - DSN 278-5792
  - Mail
    - Commandant of the Marine Corps
      Headquarters, U.S. Marine Corps (MMSB-30)
      2008 Elliot Road
      Quantico, VA 22134-5030

Record Assistance

- MMSB-30
  - https://www.mmsb.usmc.mil
  - DSN 278-3995
- Officer Counseling (Active Duty)
  - USMC website – Career; Marines; Counseling; Officer
  - 1-800-634-7988
- Enlisted Counseling
  - USMC website – Career; Marines; Counseling; Enlisted
  - 1-800-833-2320
- Performance Evaluation Review Branch (MMER)

Taking Care of your Marines

- **The individual Marine is responsible to ensure records are accurate, complete and readable**
  - MBS and OMPF
  - Enlisted Marine's records are the responsibility of the commander
- Photo – Local CVIC
- PME Complete

Bottom Line

- Honesty and consistency are the key
- Use the MRO Worksheet
- Mark with your heart, but use your head
- ROs must ensure reports are consistent, accurate and unbiased evaluations

DEPARTMENT OF THE NAVY
UNITED STATES MARINE CORPS